

**UNEMPLOYMENT  
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Department of Labor &  
Economic Growth

**SHARON M. BOMMARITO**  
Acting Deputy Director  
Department of Labor &  
Economic Growth

**LIZA ESTLUND OLSON**, Acting Director  
Unemployment Insurance Agency

# Filing Wage Detail Reports through the Web

The State of Michigan has made it much easier, faster and cheaper for employers to submit their quarterly wage detail reports (UIA 1017) to the Unemployment Insurance Agency (UIA).

Every calendar quarter employers are required to report the name, Social Security number and wages paid to each of their employees. The information is used to determine the amount of jobless benefits workers may receive should they become unemployed

Until recently, employers could only submit their quarterly wage reports to the agency by paper or magnetic computer tape. In fact, the agency still preprints and sends paper UIA 1017 forms to nearly 200,000 active employers. Employers, who use the paper forms, must complete and return the forms, and the information is manually data entered into the agency's computer database.

To improve the process, the agency has created three web applications for employers to use in submitting their quarterly wage detail reports online. These applications can be accessed by visiting the following website:

<https://webacct.unemployment.state.mi.us>

## *Getting started*

Before employers can submit their quarterly reports through the web, they must create an account to obtain a password from the agency (see EWAM section). They can then submit their quarterly wage reports by using either the online form (1017e) or by sending their report online through the Employer File Submission (EFS) process.

## *Reporting quarterly wage information electronically (1017e)*

The 1017e online form is easy to use and is for employers who have submitted paper forms in the past. First, employers should collect the information they will need – employee names, Social Security numbers and wages for the past quarter. Once logged onto the site, they will be taken through a number of simple prompts to provide the needed information. Employee data from previous filings can be formatted on the screen so that employers only need to enter the minimum amount of information.

After the employer submits the data, a filing confirmation number (FCN) appears on the screen, which employers should print out for their records.

The online filing process will reduce and eventually eliminate paper forms, producing substantial savings on postage, paper, printing and data entry.

## *Submitting the reports through EFS*

Large employers, who have been using computer tapes to submit their quarterly reports, can now use the agency's EFS website. To submit a file through EFS, users need to identify the type of file being submitted and some basic contact information. EFS currently supports two file formats: (1) Wage Detail Data (276 byte records), which is the same format that magnetic tape filers have used for years; and (2) Wage Detail Data (72 byte records), which is an updated format that can be transmitted almost four times faster.

Next, the user selects the file to send. A “browse” button allows the user to navigate any drive available on the user’s system – local drive, network drive or a network share on a mainframe – to locate the needed file. The user can also manually enter the name and location of the file.

After the file is sent and accepted by the agency, the user receives a confirmation page, and the file is queued for processing. During processing, the file is checked for errors, and the user is notified by e-mail. The EFS website posts data directly to the agency’s mainframe. No other action is required of the employer or agency staff.

The EFS site will reduce and eventually eliminate the labor-intensive tape handling processes for both employers and the UIA. EFS will also provide employers with faster feedback on their submissions by automatically validating the files and sending a status report back to the employer via e-mail. Eventually, EFS will completely replace magnetic tapes.

### ***Managing employer web accounts through EWAM***

The Employer Web Account Manager (EWAM) is the starting point for employers. Here they first establish their web account and request a password. With EWAM, employers can set up and maintain their “web accounts.”

Equipped with a password, employers can create user accounts, assign specific authorizations to each account and submit a 1017e or a wage detail tape file through the web.

EWAM is designed so employers can set up and manage their own accounts without contacting agency staff. The site allows employers to authorize specific employees to perform specific tasks on their behalf, or they can authorize third parties, such as their accountant or bookkeeper, to handle the filing of the quarterly reports.

### ***Employers like the web applications!***

The agency began piloting these web applications in 2002, and they have drawn good responses from employers who have used them. Employers, who tried the EFS system, reported that it is easy to use and very helpful by providing quick e-mail feedback on any problems with submissions. Those, who used the 1017e online form, found it so easy to use that they did not need any assistance from UIA staff.

Unemployed workers will also benefit from these employer web applications. Since wage data will be posted into the agency’s information database the day following submission, the data will be quickly available to make benefit determinations and will ultimately lead to faster benefit payments.



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